

## **FORM AA5-Affirmative Fair Housing Marketing Plan**

**Applicant Name:** City of Hartford  
**Project Name:** Neighborhood Stabilization Program

### **1. INTRODUCTION**

Each applicant shall carry out an Affirmative Marketing Program to attract buyers or tenants of all minority and non-minority groups to the housing that the applicant is providing. These groups include White (Non-Hispanic) and members of minority groups: Blacks (Non-Hispanic), American Indians/Alaskan Natives, Hispanics and Asian/Pacific Islanders in the Metropolitan Statistical Area (MSA) or housing market area who may be subject to housing discrimination. At least 20 percent of the units must be targeted to the group(s) identified as "least likely to apply." Groups "least likely to apply" include people with disabilities.

### **2. APPLICATION AND PROJECT IDENTIFICATION**

**A. Applicants:** City of Hartford      **B. Project or Application Number:** NSP

**Name:** City of Hartford      **Number of Units:** 54

**Address (City, State & Zip Code):**  
 550 Main Street  
 Hartford, CT 06103

**Price or Rental Range of Units**  
 From \$ 90,000.00 To \$ 250,000.00

**Telephone #:** (860)757-9029

**C. Project:** NSP      **D. Approximate Starting Dates** 06/01/2009  
**Name:** City of Hartford      Advertising 08/01/2009  
 Occupancy 08/01/2009

**Address (City, State and Zip Code):**  
 550 Main Street  
 Hartford, CT 06103

**E. Name of Managing/Sales Agent**  
 City of Hartford

**County:** Hartford      **Census Tract:**  
 5024,5033,5034,5039,5040,5045,5049,5048,  
 5018,5012

**Address (Include City, State, Zip Code)**  
 550 Main Street  
 Hartford, CT 06103

**F. For Multifamily Housing Only** N/A  
☐ Elderly      ☐ Non-Elderly

### **3. TYPE OF AFFIRMATIVE MARKETING PLAN**

☒ Project Plan: ☐ Annual Plan (for single family) scattered site units. NOTE: A separate Annual Plan must be developed for each type of census tract in which housing is to be built.  
☐ Minority Area ☐ White (non-minority area)  
☒ Mixed Area (with 50 % of minority residents).

### **4. DIRECTION OF MARKETING ACTIVITY**

Indicate below which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts.  
☒ White (non-Hispanic) ☐ Black Non-Hispanic ☐ American Indian or Alaskan native  
☐ Hispanic ☒ Asian or Pacific Islander  
☒ People with disabilities, (Family Housing only, See Instructions).

Depending upon the site when the property is acquired.

## ***FORM AA5***

### **5. MARKETING PROGRAM:**

#### **A. COMMERICAL MEDIA**

Check the media to be use to advertise the availability of this housing.

☒ Newspaper(s)/Publication(s) ☐ Radio ☐ TV ☐ Billboard(s) ☒ Other (City of Hartford events)

NAME OF NEWSPAPER RADIO OR TV STATION (1)	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENC E (2)	SIZE/DURATION OF ADVERSTING (3)	MEDIA TARGETED TO PEOPLE WITH DISAIBILITIES (4)
El Tiempo Newspaper	Hispanic	weekly	Hartford Courant
Northend Agent's	African-American, Asian minority readership)	weekly	City of Hartford, Commission on Disability Issues
Hartford News	All population	weekly	Hartford News
Hartford Courant	All population	weekly	Asian Media Information and Communication Centre, 200 Bloomfield Ave Abrahms 1078 West Hartford, CT- 06117

#### **B. BROCHURE, SIGNS, AND FAIR HOUSING POSTER:**

- (1) Will brochures, leaflets, or handouts be used to advertise? Yes  
 If yes, attach a copy or submit when available.
- (2) For project site sign; indicate sign size. N/A  
 Attach a photograph or project sign or submit when available.
- (3) Fair Housing Poster must be conspicuously displayed whenever sales/rentals and showing take place. Where will they be displayed? ☐ Sales/Rental Office(s);  
☐ Real Estate Office(s); ☒ Model Unit(s); ☒ Other (City of Hartford website & Hartford Community Based Organizations (CBO))

#### **C. COMMUNITY CONTACTS**

To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area of SMSA. If more space is needed, attach an additional sheet. Notify DECD of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information).

Name of Group/ Organization Contacted	Group Identification	Approximate Date of Contact or Proposed Contact	Person Contacted or to be
---------------------------------------------	-------------------------	----------------------------------------------------	------------------------------

(Attached are copies of correspondence mailed to the following groups)

(1)	(2)	(3)	(4)
NINA Properties, LLC			
Community Renewal Team, Inc			
Hartford Area Habitat for Humanity			
Christian Activities Council			
CIL Affordable Housing Incorporated			
Broad Park Development Corporation, Inc			

Address and Telephone #	Method of Contacts	Indicate the Specific Function/Group Organization will undertake in implementing the Marketing programs.
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(5) <b>See Attached</b>	(6) <b>Meeting, Phone Contact</b>	(7) <b>Brochures, Workshop</b>
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**Open House, Website, Newspapers, Housing Resource List**

- NSP Partners must submit a Notification of Intent to begin marketing to the City, no later than 90 days prior to engaging in sales or rental of marketing activities.
- All advertisements made by NSP Partners will include the U.S. Department of Housing and Urban Development approved Fair Housing logo or slogan or statement and all advertising depicting persons shall depict persons of majority and minority groups. Similar posters will be placed at the project site and rental offices as applicable.
- Three reports regarding racial and economic integration shall be submitted to the City of Hartford Fair Housing Officer prior to final occupancy. One after the period for submission of applications, one after pre-screening, and one after final selection.
- Recipients are required to collect racial and economic data from tenants and persons on the waiting list. This information must be reported to City of Hartford Fair Housing Officer annually, before October thirty-first for the year ending the preceding September thirtieth. The data shall include information for households entering the NSP Partner development and in occupancy during the previous September thirtieth.
- The Fair Housing Officer will determine if recipient has not made a good faith effort in trying to reach members of groups identified as least likely to apply. In such cases, additional outreach efforts will be required. Such additional outreach efforts may delay the occupancy of units.
- Marketing must include the dissemination of information to the largest urban or suburban municipalities located in the nearest Primary Metropolitan Statistical Area, Regional Planning Area and any other area likely to contain high percentages of members of the group identified as least likely to apply and where public transportation or public highways/job availability make it likely that members of these groups will wish to move.
- Advertisements in newspaper must be displayed or appear where they are most likely to be read or seen. Not in the classified section.
- The NSP partners shall send a notification to all housing market area community resource contacts at the start of construction. This notification shall include: (i) basic information concerning the Partner Project (e.g., number of units, approximate date of occupancy, income levels to be served, (ii) information that they are being contacted because they may

be interested in participating in the applicant affirmative marketing efforts, and (iv) advice that they will be contacted later concerning their desire to participate in this effort. The notice shall also provide the name of a person to contact for further information. The applicant shall send a second notification to its community resource contacts at approximately 50 percent of completion of construction. This notification shall contain: (i) an update on the notification provided in the first notification, (ii) a proposed report on the Project, (iii) a narrative concerning the Project (e.g., rent levels amenities, availability of transportation).

- Six weeks before the estimated beginning of rent-up or occupancy, the partners shall send a third notification to all community resource that have been identified as possibly helpful in the affirmative marketing efforts (not necessarily limited to those contacts that have played an active role). This notification shall include: (i) a copy of any rent-up or sales brochure for the Project, (ii) the precise dates for occupancy or rent-up, (iii) a brief description of how an interested party may apply for the rental of an apartment or sale of a unit and (iv) a name of a person to contact for further information.

- The applicant must solicit eligible buyers or tenants who may be referred to them by the City or other organization.

- Where relevant, information may be provided in both English and Spanish and other languages as well

## **FORM AA5**

### **6. FUTURE MARKETING ACTIVITIES**

Check the block(s) that best describe future marketing activities to fill vacancies as they occur after the project has been initially occupied. ☒ Newspaper/Publications ☒ Radio ☐ TV ☒ Brochures/Leaflets/Handouts ☐ Site signs ☒ Community Contact ☐ Others (Specify) City of Hartford Website

### **7. ANTICIPATED OCCUPANCY/RESULTS**

(State in number of units the racial/ethnic mix of occupants anticipated as a result of the implementation of this affirmative marketing plan.

☐ 9 White (Non-Hispanic) ☐ 9 Black (Non-Hispanic) ☐ 9 Hispanic ☐ 8 American Indian or Alaskan Native ☐ 11 Asian or Pacific Islander ☐ 8 People with Disabilities

### **8. EXPERIENCE AND STAFF INSTRUCTIONS**

A. Indicate any experience in marketing housing to the group(s) identified as least likely to apply. ☒ Yes or ☐ No

B. Indicate training to be provided to staff on federal, state, and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.

90 days prior to engaging in sales or rental of marketing activities, and rehabilitating the foreclosed homes, the City of Hartford through its Department of Development Services Housing and Property Management Division will inform the public, potential tenants, and

property owners about this policy and Federal Fair Housing Laws. The Housing and Property Management Division will:

Inform the general public about Federal Fair Housing Laws and the City of Hartford's NSP Affirmative Marketing Policy by placing information on the City's Website within the Department of Development Services Housing and Property Management Webpage that describes the NSP Program.

Provide every NSP Program applicant with a copy of the City's Affirmative Marketing Policy, Procedures and AFHM objectives.

Make copies of the NSP Affirmative Marketing Policy and Procedure document available at the City's Housing and Property Management Division Office.

#### 9. ADDITIONAL CONSIDERATIONS

A. Submission of Fair Housing Policy Statement. ( See attached document )

What system of Selection Criteria will be utilized for this Project?

Since NSP funds are intended to stabilize neighborhoods, at least 20% of the units will be targeted to the group(s) identified as "least likely to apply." Eligible NSP-assisted homebuyer(s) will be those who are pre-qualified by a bank for each of the selected income classes, which are; 80%-120% AMI, 50%-80% AMI and 50% and below AMI.

Each NSP-assisted homebuyer should receive and complete at least eight (8) hours of homebuyer counseling provided by a HUD-approved housing counseling agency prior to obtaining a home mortgage loan.

(See attached document)

10. By signing this form, the applicant agrees, after appropriate consultation with DECD to change any part of the plan covering a multifamily project to assure continued compliance with Affirmative Fair Housing Marketing Regulations.

Signature of Person Submitting Plan:

Name (Type or Print):

Title and Company:

Date:

#### \*\*FOR DECD USE ONLY\*\*

Approved By:

Signature:

Name:

Title:

Date:

Disapproved By:

Signature

Name:

Title

Date:

**1. Informing the public, potential homeowners about Federal Fair Housing Laws, and Affirmative Marketing Policy.**

In order to inform as well as solicit applications from persons in the housing market area who are not likely to apply for units without special outreach, the City of Hartford has established methods property owners must use in order to reach this objective. Tenant selection should occur at least 30 days before occupancy.

The City of Hartford has identified three segments of its housing population who would probably not apply for units without special outreach. One segment of its population concerns African American residents who ordinarily would not apply for units in the South Green neighborhood, the Behind the Rocks neighborhood, and in the Frog Hollow neighborhood (Frog Hollow is identified within the City's Consolidated Plan as a Neighborhood Revitalization Strategy Area (NRSA)). The other two segments of the population are White and Asian residents who would probably be less likely to apply for units in the Northeast (also designated as a NRSA), Clay Hill Arsenal, Blue Hills and Upper Albany neighborhoods.

Having identified these three segments of our population, we require that owners/developers use special outreach methods as follows:

For housing developments in the South Green, Behind the Rocks, and Frog Hollow neighborhoods:

- Owners who ordinarily advertise rental property must place advertisement in the *Northend Agent* or the *Hartford Inquirer* - newspapers whose circulation are primarily among African American residents of the community.
- Owners who do not ordinarily advertise in the news media must contact the following organization in Hartford that has agreed to make information available to members and clients:

Urban League of Greater Hartford, Inc.  
140 Woodland Street  
Hartford, CT 06105  
Telephone: 527-0147  
[www.ulgh.org](http://www.ulgh.org)

For housing developments in the Northeast, Clay Hill Arsenal, Blue Hills and Upper Albany neighborhoods:

- Owners who ordinarily advertise rental property must place advertisement in the *Hartford News* - a newspaper whose circulation is primarily among White, Hispanic and Asian residents of the community.
- Owners who do not ordinarily advertise in the news media must contact the following organization in Hartford that has agreed to make information available to members and clients:

Hartford Areas Rally Together (HART)  
 385 Washington Street  
 Hartford, CT 06106  
 Telephone: 525-3449

<http://hartofhartford.org/>

OR

Asian Family Services (AFS)

237 Hamilton Street, 2nd Floor  
 Hartford, CT 06106  
 860-951-8770 phone  
 860-51-0347 fax  
[info@asianfamilyservices.org](mailto:info@asianfamilyservices.org)  
[www.asianfamilyservices.org](http://www.asianfamilyservices.org)

## **2. Recordkeeping**

The City of Hartford will require that owners keep records on:

1. The racial/ethnic and gender characteristics of applicants during the initial post construction lease up period and for all vacancies thereafter for a period of six (6) years after project completion.
2. Activities they undertake to inform the general renter public, specifically:
  - copies of advertisements placed in the *Hartford Courant and other media*
  - copies of letters/notices/emails to least likely applicants
3. Activities they undertake for special outreach, specifically:

- copies of advertisements placed in the *Northend Agent*, *Hartford Inquirer* or *Hartford News*
- copies of letters/notices/emails to the Urban League, Hart and Asian Family Svc

### **3. Corrective Action**

The City of Hartford, will take corrective action if we find that an owner fails to carry out the required procedures or fails to maintain the records on applicants in accordance with this plan.

If problems are identified, the City will discuss ways to improve owner's efforts prior to taking corrective actions.

As an initial step, the City may require owners with vacancies to notify the City of Hartford's Housing and Property Management Division immediately upon learning that a unit will become vacant. Owners will be asked to provide this information as close to 30 days prior to the upcoming vacancy as possible. The Housing and Property Management Division staff will then be able to verify on a "spot check" basis if these owners are following the prescribed procedures.

The City will carry out its assessment activities, and prepare a written assessment of affirmative marketing efforts in time to submit an Annual Performance report to DECD.

## **Housing Resource List**

### **Broad Park Development Corporation**

617 Park Street, Hartford, CT 06105  
L. Raquel Rivera, Executive Director  
Telephone: 860-249-0649

### **Catholic Charities**

896 Asylum Avenue, Hartford, CT 06105-1991  
Mrs. Paula Mann-Agnew, Executive Director  
Telephone: 860-522-8241

### **Capitol Region Council of Government**

241 Main Street 4<sup>th</sup> floor, Hartford, CT 06106  
Mr. Lyle Wray, Community Development Director  
Telephone: 860-522-2217

### **Capitol Region Conference of Churches**

60 Lorraine Street, Hartford, CT 06105  
Reverend Shelly Copeland, Executive Director  
Lydell Brown, Community Organizer  
Telephone: 860-236-1295

### **Community Renewal Team of Greater Hartford**

555 Windsor Street, Hartford, CT 06120  
Lena Rodriguez, Executive Director  
Telephone: 860-560-5600

### **Connecticut Association of Human Services**

110 Bartholomew Ave., Suite 4030, Hartford, CT 06106  
Jim Horan, Executive Director  
Telephone: 860-951-2212

### **Connecticut Mortgage Bankers Association**

998 Farmington Ave., Suite 214, West Hartford, CT 06107  
Christopher Dannen, President  
Telephone: 860-232-9141

### **City of Hartford**

#### **Department of Housing and Community Development**

250 Constitution Plaza, Hartford, CT 06103  
Yasha Escalera, Director  
Telephone: 860-757-9005

**Hartford Areas Rally Together, Inc. (HART)**

385 Washington Street, Hartford, CT 06106

Marilyn Rossetti, Executive Director

Telephone: 860-525-3449

**Hartford Housing Authority**

180 Overlook Terrace, Hartford, CT 06106

Allen Green, Executive Director

Telephone: 860-723-8400

**Hartford Interval House, Inc.**

P.O. Box 340207, Hartford, CT 06134-0207

Cecile Enrico, Executive Director

Telephone: 860-246-9149 or 860-527-0550

**Hartford Neighborhood Centers**

38 Lawrence Street, Hartford, CT 06106

Lynn S. Ford, Executive Director

Telephone: 860-251-6517

**Housing Education Resource Center**

901 Wethersfield Ave., Hartford, CT 06114

Susan Harkett-Turley, Executive Director

Telephone: 860-296-4242 or 860-296-4372

**Imagineers Incorporated**

635 Farmington Ave., Hartford, CT 06105

Ken Shultz, Executive Director

Telephone: 860-247-2318

**Independence Unlimited**

151 New Park Ave., Suite D, Hartford, CT 06106

Candace Lowell, Executive Director

Telephone: 860-523-5021

**Info Line**

1344 Silas Deane Highway, Rocky Hill, CT 06067

Richard Porth, Executive Director

Telephone: 860-522-4636

**Institute for the Hispanic Family**

45 Wadsworth Street, Hartford, CT 06106

Rolando Martinez, Executive Director

Telephone: 860-527-1124

**La Casa de Puerto Rico, Inc.**  
48 Main Street, Hartford, CT 06106  
William Newton, Executive Director  
Telephone: 860-522-7296

**NAACP of Greater Hartford**  
P.O. Box 1012, Hartford, CT 06112  
Carrie Saxon Perry, President  
Telephone: 860-724-6966

**San Juan Center, Inc.**  
1283 Main Street, Hartford, CT 06103  
Aura E. Rivera, Executive Director  
Telephone: 860-522-2205

**Sheldon Oak Central, Inc.**  
54 South Prospect Street, Hartford, CT 06103  
Daniel Merida, Executive Director  
Telephone: 860-246-0666

**South Arsenal Neighborhood Development Corp.  
(SAND)**  
2500 Main Street, Hartford, CT 06120  
Karen O. Lewis, Executive Director  
Telephone: 860-278-8460

**South End Community Services, Inc.**  
427 Franklin Ave., Hartford, CT 06114  
Telephone: 860-296-5068

**State Department of Economic & Community Development**  
505 Hudson Street, Hartford, CT 06106  
Telephone: 860-270-8025 or 860-270-8000

**State Commission on Human Rights & Opportunities**  
21 Grand Street, Hartford, CT 06106  
Telephone: 860-566-7710

**State Office of Protection and Advocacy  
For Persons with Disabilities**  
60 B Weston Street, Hartford, CT 06120-1551  
Telephone: 860-297-4300

**State Treasurer's Office of Investment Division**

55 Elm Street, Hartford, CT 06106  
Telephone: 860-702-3000

**United Cerebral Palsy Association of Greater Hartford**  
80 Whitney Street, Hartford, CT 06105  
Telephone: 860-236-6201

**U. S. Department of Housing & Urban Development**  
One Corporate Center, 19<sup>th</sup> Floor, Hartford, CT 06103  
Telephone: 860-240-4800

**United Way of Connecticut**  
1344 Silas Deane Highway, Rocky Hill, CT 06067  
Michael Meotti, President/Chief Executive Officer  
Telephone: 860-571-7500

**Urban League of Greater Hartford**  
140 Woodland Street, Hartford, CT 06105  
Bernie Flores, Senior Program Housing Coordinator  
Marie Fort, Housing Counselor  
Telephone: 860-527-0147

**Veterans Administration Regional Office**  
Po Box 310909, Newington, CT 06131-0909  
Suzane Lowe, Veteran Services Officer  
Telephone: 860-240-3027  
Toll Free 1-800-827-1000

**Village for Families and Children, Inc., The**  
1680 Albany Ave., Hartford, CT 06105  
Galo Rodriguez, Executive Director  
Telephone: 860-236-4511

## **CITY OF HARTFORD**

### **FAIR HOUSING POLICY STATEMENT**

It is the policy of the City of Hartford to promote Fair Housing opportunities in all its programs and housing development activities and to take affirmative action through education and implementation to ensure equal housing opportunities for all persons and families.

The City of Hartford in accordance with provisions of section 46a-64c of C.G.S. and related Federal Fair Housing laws will take affirmative action to ensure that all tenants, applicants, and residents are treated fairly without regard to their race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, creed, marital status, lawful source of income, disability, age or because the individual has children.

The City of Hartford will continue to make a good faith effort to comply with all Federal and State Laws and policies which speak to Fair Housing practices.

It is the policy of the City of Hartford that all housing related personnel be trained and educated in the principles of Fair Housing and Equal Opportunity so that Equal Housing opportunity may be available to all qualified applicants.

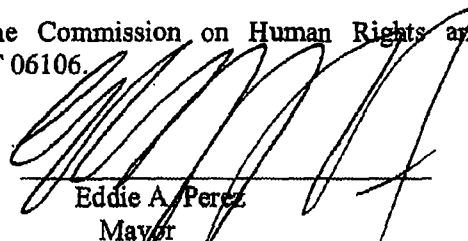
This Fair Housing Policy Statement reaffirms our personal commitment to the principles of Fair Housing and Equal Opportunity Housing practices.

The Fair Housing Officer, Elda Sinani, is responsible for the enforcement and implementation of the Fair Housing Plan and the enforcement of this policy. Complaint(s) pertaining to discrimination in any program funded by the City of Hartford may be filed with the Fair Housing Officer at:

Contact: Elda Sinani  
Office: Office of Human Relations  
Address: 550 Main Street, Hartford CT 06103  
Phone Number: (860)757-9787  
Fax Number: (860)722-6486  
Hours: Monday -Friday, 8:30 a.m. - 4:30 p.m.

Complaints also may be filed with the Commission on Human Rights and Opportunity, 21 Grand Street, Hartford, CT 06106.

5/10/09  
Date

  
Eddie A. Perez  
Mayor

THIS STATEMENT IS AVAILABLE IN ALTERNATIVE FORMATS FROM THE ADA-504 COORDINATOR BY CALLING (860) 757-9785 or TDD (860) 722-8331



# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF HOUSING AND PROPERTY MANAGEMENT  
250 CONSTITUTION PLAZA  
HARTFORD, CONNECTICUT 06103

**EDDIE A. PEREZ**  
MAYOR

TELEPHONE: (860) 757-9005  
FAX: (860) 722-6630  
[www.hartford.gov](http://www.hartford.gov)

**DAVID B. PANAGORE**  
DIRECTOR  
**YASHA ESCALERA**  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

May 20, 2009

Mrs. Raquel Rivera  
Executive Director  
BroadPark Development Corporation  
617 Park Street  
Hartford, CT 06106

Dear Mrs. Rivera,

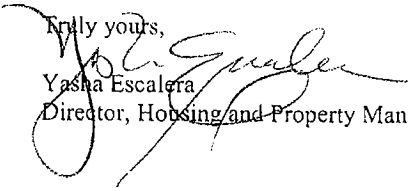
Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

Thank you for responding to our request to submit an Affirmative Fair Housing Marketing Plan as required by the Neighborhood Stabilization Program. Subsequent to your submittal we have received additional guidance from the State of Connecticut Department of Economic and Community Development regarding the subject marketing plan. Specifically, the plan's marketing strategy needs to be refined to meet Hartford's minimum standards. The marketing strategy outlined by Christian Activities Council (CAC) was singled out as the model that should be used for all of the submitted plans. Please find CAC's marketing strategy attached. Please review and resubmit amended Plans.

Upon review, you will see CAC details a strategy that utilizes community news papers and neighborhood groups to spread the word about the availability of NSP Housing. Selection criteria outlined in their plan calls for potential income eligible home buyers to be pre-qualified by a bank for each of the selected income classes, which are; 80%-120% AMI, 50%-80% AMI and 50% and below AMI. Priority shall be given to homebuyers using 30% or less of their household income to pay their mortgage. Please adapt your marketing strategy to include these minimum standards.

Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Raquel Rivera will be BroadPark's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

  
Yasha Escalera  
Director, Housing and Property Management



# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF HOUSING AND PROPERTY MANAGEMENT  
250 CONSTITUTION PLAZA  
HARTFORD, CONNECTICUT 06103

EDDIE A. PEREZ  
MAYOR

TELEPHONE: (860) 757-9005  
FAX: (860) 722-6630  
[www.hartford.gov](http://www.hartford.gov)

DAVID B. PANAGORE  
DIRECTOR  
YASHA ESCALERA  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

May 20, 2009

Mr. Kenneth D. Johnson  
Manager, NINA Properties, LLC  
20 Sargeant Street  
Hartford, CT 06105

Dear Mr. Johnson,

Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

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Upon review, you will see CAC details a strategy that utilizes community news papers and neighborhood groups to spread the word about the availability of NSP Housing. Selection criteria outlined in their plan calls for potential income eligible home buyers to be pre-qualified by a bank for each of the selected income classes, which are; 80%-120% AMI, 50%-80% AMI and 50% and below AMI. Priority shall be given to homebuyers using 30% or less of their household income to pay their mortgage. Please adapt your marketing strategy to include these minimum standards.

Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Kenneth D. Johnson will be NINA's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

Yasha Escalera  
Director, Housing and Property Management



# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF HOUSING AND PROPERTY MANAGEMENT  
250 CONSTITUTION PLAZA  
HARTFORD, CONNECTICUT 06103

**EDDIE A. PEREZ**  
MAYOR

TELEPHONE: (860) 757-9005  
FAX: (860) 722-6630  
[www.hartford.gov](http://www.hartford.gov)

**DAVID B. PANAGORE**  
DIRECTOR  
**YASHA ESCALERA**  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

May 20 2009

Mr. Donald Stienle  
Chief Executive Officer  
Christian Activities Council  
47 Vine Street  
Hartford, CT 06112

Dear Mr. Stienle,

Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

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Upon review, you will see CAC details a strategy that utilizes community news papers and neighborhood groups to spread the word about the availability of NSP Housing. Selection criteria outlined in their plan calls for potential income eligible home buyers to be pre-qualified by a bank for each of the selected income classes, which are; 80%-120% AMI, 50%-80% AMI and 50% and below AMI. Priority shall be given to homebuyers using 30% or less of their household income to pay their mortgage. Please adapt your marketing strategy to include these minimum standards.

Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Donald Stienle will be CAC's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

  
Yasha Escalera  
Director, Housing and Property Management



# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF HOUSING AND PROPERTY MANAGEMENT  
250 CONSTITUTION PLAZA  
HARTFORD, CONNECTICUT 06103

**EDDIE A. PEREZ**  
MAYOR

TELEPHONE: (860) 757-9005  
FAX: (860) 722-6630  
[www.hartford.gov](http://www.hartford.gov)

**DAVID B. PANAGORE**  
DIRECTOR  
**YASHA ESCALERA**  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

May 20, 2009

Mrs. Elaine Schmidt  
Senior Housing Developer  
Corporation for Independent Living  
30 Jordan Lane  
Wethersfield, CT 06109

Dear Mrs. Schmidt,

Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

Thank you for responding to our request to submit an Affirmative Fair Housing Marketing Plan as required by the Neighborhood Stabilization Program. Subsequent to your submittal we have received additional guidance from the State of Connecticut Department of Economic and Community Development regarding the subject marketing plan. Specifically, the plan's marketing strategy needs to be refined to meet Hartford's minimum standards. The marketing strategy outlined by Christian Activities Council (CAC) was singled out as the model that should be used for all of the submitted plans. Please find CAC's marketing strategy attached. Please review and resubmit amended Plans.

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Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Elaine Schmidt will be CIL's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

Yasha Escalera  
Director, Housing and Property Management



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DAVID B. PANAGORE  
DIRECTOR  
YASHA ESCALERA  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

May 20, 2009

Mr. Mike Brett  
Executive Director,  
Hartford Area, Habitat for Humanity  
P.O. Box 1933  
Hartford, CT 06144

Dear Mike Brett

Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

Thank you for responding to our request to submit an Affirmative Fair Housing Marketing Plan as required by the Neighborhood Stabilization Program. Subsequent to your submittal we have received additional guidance from the State of Connecticut Department of Economic and Community Development regarding the subject marketing plan. Specifically, the plan's marketing strategy needs to be refined to meet Hartford's minimum standards. The marketing strategy outlined by Christian Activities Council (CAC) was singled out as the model that should be used for all of the submitted plans. Please find CAC's marketing strategy attached. Please review and resubmit amended Plans.

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Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Mike Brett will be Habitat's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

Yasha Escalera  
Director, Housing and Property Management



# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
DIVISION OF HOUSING AND PROPERTY MANAGEMENT  
250 CONSTITUTION PLAZA  
HARTFORD, CONNECTICUT 06103

DAVID B. PANAGORE  
DIRECTOR

YASHA ESCALERA  
DIRECTOR  
HOUSING & PROPERTY MANAGEMENT

EDDIE A. PEREZ  
MAYOR

TELEPHONE: (860) 757-9005  
FAX: (860) 722-6630  
[www.hartford.gov](http://www.hartford.gov)

May 20, 2009

Mr. Lamont Aheart, President  
Meadows Real Estate Management & Development Corporation  
555 Windsor Street  
Hartford, CT 06120

Dear Mr. Aheart,

Over the past several months we have been engaged in discussions regarding the structure and implementation of the City's new Neighborhood Stabilization Program (NSP). Your input has been vital in shaping what we believe will be a successful program. In recognition of this, your agency was included as a partner in our local action plan submitted to the State of Connecticut on January 20, 2009.

Thank you for responding to our request to submit an Affirmative Fair Housing Marketing Plan as required by the Neighborhood Stabilization Program. Subsequent to your submittal we have received additional guidance from the State of Connecticut Department of Economic and Community Development regarding the subject marketing plan. Specifically, the plan's marketing strategy needs to be refined to meet Hartford's minimum standards. The marketing strategy outlined by Christian Activities Council (CAC) was singled out as the model that should be used for all of the submitted plans. Please find CAC's marketing strategy attached. Please review and resubmit amended Plans.

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Lastly, all selection criteria should clearly state attendance at an 8 hour homebuyers counseling class is required. All program guidelines are contained in the "Pass Through Agreement" and will be made a part of the contractual documents we will execute shortly. We will assume Lamont Aheart will be Meadows Real Estate Management's designated contact person unless notified in writing to the contrary. Please forward your letter of interest as soon as possible. Thank you in advance for your consideration.

Truly yours,

Yasha Escalera  
Director, Housing and Property Management



**U.S. Department of Housing and Urban Development**

**Hartford Field Office  
Office of the Field Office Director  
One Corporate Center, 19<sup>th</sup> Floor  
Hartford, Connecticut 06103-3220  
E-Mail Address: [Julie\\_B.\\_Fagan@hud.gov](mailto:Julie_B._Fagan@hud.gov)**

**Telephone: (860) 240-9700  
Facsimile: (860) 240-4850  
TTY: (860) 240-4665**

Honorable Eddie A. Perez  
Mayor  
City of Hartford  
550 Main Street  
Hartford, CT 06103

**JAN 11 2008**

Dear Mayor Perez:

In our letter of November 27, 2007, we provided an assessment of the City of Hartford's use of \$3,949,463 in Community Development Block Grant (CDBG) funds, \$1,919,457 in HOME funds, \$169,607 in Emergency Shelter Grant (ESG) funds, and \$1,108,000 in Housing Opportunities for Persons with AIDS (HOPWA) funds in Federal Fiscal year 2006. As part of the assessment, we reviewed the 2006 Consolidated Annual Performance and Evaluation Report (CAPER). We noted in the letter that we had not completed reviewing the CAPER for issues related to impediments to fair housing choice or actions to affirmatively further fair housing. We have now finished this review.

We commend the City for the fair housing activities it conducted in Federal Fiscal Year 2006 to include:

- The House Hartford program that provided down payment and closing cost assistance to 41 homebuyers.
- The Housing Preservation Loan Fund that provided funds to eligible owners for the rehabilitation of 128 units.
- The Home Investment Partnership program that provided funding for the creation of 147 units of affordable housing.
- Support of Rebuilding Together Hartford that assists persons with disabilities who may need a wheelchair ramp, handrails or other features related to accessibility.
- Continuation of the lead prevention and education program.

The City should also be commended for hiring a full-time Fair Housing Officer who works in the Office of Human Relations.

### Recommendations

While Hartford has implemented a number of activities to affirmatively further fair housing, we suggest that constituents served by these activities be clearly identified. In the area of impediments to fair housing choice, the City should consider other common impediments to fair housing when it is revising its Analysis of Impediments and in the preparation of the next Action Plan and CAPER. These may include:

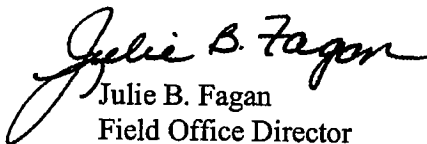
- Lending and mortgage availability issues which affect minority homebuyers.
- The willingness of landlords to rent to families with children.
- Issues affecting populations with limited English proficiency.

### Conclusion

We have accepted the certification by the City of Hartford that the jurisdiction has affirmatively furthered fair housing.

If you have questions or would like to discuss any of these issues, please do not hesitate to contact Gary R. Reisine, Director, Community Planning and Development, at (860) 240-9770.

Sincerely,

  
Julie B. Fagan  
Field Office Director

cc: Mark McGovern, Acting Director of Development Services  
Laura Lopez, Senior Project Manager ✓  
Lillian Ruiz, Director of Human Relations

RECEIVED  
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# **CITY OF HARTFORD**

## **FAIR HOUSING ACTION PLAN**

### **FY (2009-2010)**

The Office of Human Relations administers the City of Hartford Fair Housing Program. The Fair Housing Officer is responsible for enforcement of the City and Federal Fair Housing laws; processing alleged cases of housing discrimination; conducting education and providing training on fair housing issues. The Fair Housing policy of the City of Hartford is in accordance with provisions of section 46a-64c of CGS and related Federal Fair Housing laws.

The Analysis of Impediments identifies a number of actions the City can take in order to affirmatively further fair housing. Our Fair Housing Action Plan (FHAP) will address and mitigate some impediments to fair housing choice that exist in the City of Hartford. This FHAP will be carried out by the Office of Human Relations during year 5 (Fiscal Year 2009 - 2010).

For the upcoming year, the City Fair Housing Officer will play a critical role for the City with regard to ensuring the City's Fair Housing Policy is enforced. The City of Hartford is committed to affirmatively furthering fair housing. Fair Housing activities to overcome barriers to fair housing during FY 2009-2010 will include:

- ❑ Continue to provide technical assistance and provide Fair Housing Information for all city of Hartford residents.
- ❑ Develop Fair Housing Complaint Intake form and provide effective enforcement of Fair Housing Laws;
- ❑ Fair Housing survey;
- ❑ Outreach to the Limited English Proficiency community through the translation of Fair Housing Rights in different languages.
- ❑ Develop the City of Hartford, Affirmative Fair Housing Marketing Plan
- ❑ Continue to coordinate City of Hartford Fair Housing Month
- ❑ Continue to conduct educational workshops for city landlords that focus on fair housing and housing discrimination renting to families with children and specially immigrants with Limited English Proficiency

#### **Impediment 1:**

Based on complaint received there is a lack of knowledge by housing consumers of Fair Housing Laws, discriminatory practices and enforcement agencies and procedures. Further, those suspecting discrimination are landlord's willingness to rent to families with children; and to families with Limited English Proficiency.

#### **Action:**

- OHR will expand the Fair Housing section of her web site to include additional links and descriptions of agencies that address fair housing. The

website also will highlight fair housing cases and publicize settlements awarded to complainants found to have been discriminated against. Examples of discriminatory actions and/or policies will also be added to the web site.

- The City, through the Office of Human Relations, will work with the Community Based Organizations and other Departments throughout the City of Hartford to conduct educational workshops for city landlords that focus on fair housing and housing discrimination renting to families with children and specially immigrants with Limited English Proficiency.
- Those purchasing multi-family homes through programs sponsored and funded by the City will be required to attend a landlord education program before closing on their properties.
- Fair Housing officer will develop two brochures 1) "How to service the Non-English speaking" and 2) Guidelines to renting to families with children.

**Timeline:**

- Annual commitment, beginning immediately. Target will be the OHR website.
- April of each year- Fair Housing Month
- One workshop/presentation per year, beginning fiscal year 2009-2010. Target audience to be City of Hartford landlords who purchase multi-family homes through programs sponsored and funded by the City.

**Documentation:**

- HUD, CHRO, FHACT and agencies that address Fair Housing.
- Fair Housing Proclamation from City Mayor.
- Public service announcement, legal notices, agenda. Data from Division of Housing and Property Management and Division of Planning.
- Distribution of Tenant and Landlord Rights.
- Translation of Fair Housing Rights in different languages

**Responsible Entity:**

- City of Hartford Office of Human Relations and *Fair Housing Officer*.

**Partners:**

- Commission of Human Relations, City of Hartford Department of Development Services, Division of Housing and Property Management and Division of Planning, Housing Counseling Agencies, CT Commission on Human Rights and Opportunities (CHRO) and US. Department of Housing and Urban Development.

**Impediment 2:**

**Community Reinvestment Act (CRA) reports provide lending information and indicate how depository institutions are meeting the credit needs of the communities in which they operate. Although these reports can be used to evaluate a lender's performance in assisting low and moderate-income neighborhoods, they are not specific to housing. CRA reports are public information and can be obtained either directly through lenders or via the Internet.**

**Action:**

The City's Fair Housing Officer will periodically review and evaluate the CRA reports of City-based lenders to ensure they are meeting the housing credit needs of City residents.

**Timeline:** 2009-2010

**Documentation:** The information will be obtained through internet.

**Responsible Entity:** City of Hartford Office of Human Relations and *Fair Housing Officer*.

**Impediment 3:**

Lenders do not submit loan data information on minority homebuyers in the City of Hartford.

**Action:**

- The OHR Fair Housing Officer will meet with lender representatives to review City reporting requirements and mortgage availability issues which affect minority homebuyers. Lenders need to be reminded that noncompliance can result in the City revoking depository qualifications. A deadline will be set for the submission of annual data.

**Timeline:**

- 2009-2010

**Documentation:**

- Create an amendment to Sec.2-483, City of Hartford Municipal Code

**Responsible Entity:**

- Office of Human Relations

**Partners:**

- City of Hartford Treasurer's Office and Human Relations Office



**EQUAL HOUSING OPPORTUNITY**

If you have any question regarding this plan, please contact Ms. Elda Sinani, Fair Housing Officer at (860)757-9787.